

Court Appointed Initial Certification Application Adult & Juvenile and Domestic Relations

Virginia Code § 19.2-163.01 requires that the Virginia Indigent Defense Commission (VIDC) compile and maintain a list of attorneys admitted to practice law in Virginia who are qualified to serve as court appointed counsel for indigent defendants. These qualifications are set forth in Virginia Code § 19.2-163.03. The following information is required of all attorneys who wish to appear on the list of qualified court appointed counsel.

1. Name: _____
First Middle Last
2. Work Address: Firm Name: _____
P.O. Box _____
Street: _____
City: _____
State: _____ Zip: _____
3. Work Phone Number: _____ 4. Work Fax Number: _____
5. Work Email Address: _____
6. I am an active member of the Virginia State Bar in good standing ☐ Yes ☐ No
7. My Virginia State Bar Number is: _____
8. Year licensed in Virginia: _____
9. In which circuit(s) do you wish to be considered for appointment? (See attached map) Check all that apply
☐1 ☐2 ☐2a ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12 ☐13 ☐14 ☐15 ☐16 ☐17 ☐18 ☐19 ☐20
☐21 ☐22 ☐23 ☐24 ☐25 ☐26 ☐27 ☐28 ☐29 ☐30 ☐31 ☐ALL
10. I am applying to be certified as appointed counsel in the following types of cases:
☐ Misdemeanor ☐ Felony ☐ Juvenile

CURRENT PROSECUTORS

Only members of the Virginia State Bar currently employed as Commonwealth's Attorneys or their assistants should answer the questions below. Waivers of some or all of the certification requirements may be granted on a case by case basis and are not automatic. No full-time prosecutor will be added to the court appointed list until they are eligible to accept court appointed representation.

11. Are you currently employed as a prosecutor? _____ Which office? _____
12. How long have you been a prosecutor? _____ years/months
13. Have you ever been a criminal defense attorney in Virginia? _____
Dates as a defense attorney _____
14. Have you ever been a criminal defense attorney in any other state? _____
Dates as a defense attorney _____

15. What types of cases do you primarily prosecute?

16. How many cases (felonies and misdemeanors) have you tried to a jury? _____

17. When will you be eligible to accept court appointed cases? _____

MISDEMEANOR CASE REPRESENTATION

18. In the past year, I have represented four or more defendants charged with a misdemeanor in District Court.

☐ Yes

☐ No

OR

19. I have completed 6 hours of VaIDC Indigent Defense Certification Training

☐ Yes, date: _____

☐ No

If you answered “Yes” to either question, you are qualified to accept appointments in misdemeanor cases. Go to the next desired case type or to the Certificate of Truth Statement.

FELONY CASE REPRESENTATION

20. In the past year, I have been lead counsel in four felony cases originating in District Court through final resolution including appeals, if any.

☐ Yes

☐ No

If you answered “Yes” to question #20, you are qualified to accept appointments in felony and misdemeanor cases. Go to the next desired case type or to the Certificate of Truth Statement.

OR

21. I have completed 6 hours of VaIDC Indigent Defense Certification Training,

☐ Yes, date: _____

☐ No

AND

22. I have participated as lead or co-counsel in four felony cases from District Court to completion,

☐ Yes

☐ No

If you answered “Yes” to questions #21 and #22, you are qualified to accept appointments in felony and misdemeanor cases. Go to the next desired case type or to the Certificate of Truth Statement.

OR

23. In the past five years, I have participated as lead counsel in five felony cases from District Court to completion including appeals, if any.

☐ Yes ☐ No

If you answered “Yes” to question #23, you are qualified to accept appointments in felony and misdemeanor cases. Go to the next desired case type or to the Certificate of Truth Statement.

JUVENILE AND DOMESTIC RELATIONS CASE REPRESENTATION

24. In the past year, I have been lead counsel in four cases involving juveniles in Juvenile and Domestic Relations Court.

☐ Yes ☐ No

If you answered “Yes” to question #24, you are qualified to accept appointments in juvenile delinquency cases. Go to the Certificate of Truth Statement.

OR

25. I have completed 6 hours of VaIDC Indigent Defense Certification Training,

☐ Yes, date: _____ ☐ No

AND

26. I have completed 4 hours of VaIDC Juvenile Indigent Defense Certification Training,

☐ Yes, date: _____ ☐ No

AND

27. I have participated as lead or co-counsel in four cases involving juveniles in Juvenile and Domestic Relations Court,

☐ Yes ☐ No

If you answered “Yes” to questions #25-#27, you are qualified to accept appointments in juvenile delinquency cases. Go to the Certificate of Truth Statement.

OR

28. In the past five years, I have participated in five cases involving juveniles.

☐ Yes ☐ No

If you answered “Yes” to question #28, you are qualified to accept appointments in juvenile delinquency cases. Go to the Certificate of Truth Statement.

NOTICE: After initially qualifying, an attorney shall maintain his or her eligibility for certification by completing every two years thereafter six (6) hours of MCLE-approved

